



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

February 11, 2009

Transmitted Via E-Mail

Cristina Obieta, Director of Human Resources  
Stantec Consulting Inc.  
405 Howard Street, 5<sup>th</sup> Floor  
San Francisco, CA 94105  
[cobieta@chongpartners.com](mailto:cobieta@chongpartners.com)

Dear Ms. Obieta:

RE: MONITORING VISIT REPORT for Stantec Consulting – ET07-0301

Date of the Visit:	12/2/08
Beginning/Ending Time:	9:00 - 11:00 am
Date of Last Visit:	7/24/07
Visit Location:	San Francisco
Persons in Attendance:	Cristina Obieta and Amber Wade, Stantec Consulting; and Teresa Teles, Employment Training Panel
Action Required:	No

## CONTRACT INFORMATION:

Term of Agreement:	3/5/07 - 3/4/09	Agreement Amount:	\$234,060
Authorized Start Date:	3/5/07	No. to Retain:	Job 1-46 Job 2-142
Date Training must be Completed:	12/4/08	Range of Hours:	24 - 200
Type of Trainee:	Job 1-Retrainee Job 2-SET Retrainee	Weighted Ave. Hours:	83

## FINAL REPORT SUMMARY:

### **HISTORY OF AGREEMENT CHANGES**

The company changed ownership, from Chong Partners to Stantec Consulting Inc. (Stantec). An Assumption was processed by ETP on 1/2/08. ETP approved one Agreement Modification on 8/4/08 which added occupational titles

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ETP (04/15/05)

### ***INTERVIEW WITH THE SIGNATORY***

- What barriers, if any, did your company experience in implementing your ETP project?  
The company was acquired in September 2007 and threw the ETP program up in the air delaying training.
- What problems, if any, did your company experience with ETP record keeping?  
The person trained on the record keeping left the company and it took a few months to replace her.
- What assistance could ETP have provided that would improve the process for future Contractors?  
Don't know since the person who put the training programs together is no longer with the company.
- How did your company benefit from the ETP training?  
The company was able to provide more training to staff than we would otherwise be able to provide.

### **PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

<b>Trainees Started Training:</b>	Job 1 = 32 Job 2 = 142 Total = 174	<b>Dropped Following Enrollment:</b>	Job 1 = 0 Job 2 = 0 Total = 0
<b>Trainees Enrolled:</b>	Job 1 = 45 Job 2 = 142 Total = 187	<b>Completed Training and Retention:</b>	Job 1 = 2 Job 2 = 49

ETP records show that 51 trainees have completed training (27% of planned retentions) with projected earnings of \$26,040 (11% of the encumbered total \$234,060). Current ETP records show that Stantec received \$27,902 in progress payments which may result in an overpayment.

The earning amount was low for several reasons:

1. The person that developed the project left the company.
2. The company changed ownership in September 2007 and it took until January 2008 to process the Assumption of Liability for the new company – Stantec. During this period little or no ETP training was provided.
3. The original project administrator left the company on April 2008, it took several months to hire a new person and the new project administrator could not focus on the ETP project immediately.

### **ATTENDANCE ROSTERS:**

During the monitoring visit Ms. Teles review the completion of training for sample of trainees from Job 1 and Job 2 and also reviewed the hours entered on the ETP Tracking website. Ms. Teles took the following actions:

- A roster dated 6/27/07 should have been 6/26/07 was approved because it does not change the retention date.

- A roster dated 11/14/07 did not have a trainer signature. This trainer was an in-house trainer that died. Ms. Teles approved the roster because it was for only 2 hours of training and it is not possible to obtain the trainer signature.

During the review, Ms. Teles found that some hours were entered incorrectly. Ms. Wade has since made and Ms. Teles has verified the revisions/corrections.

### **INVOICES:**

Ms. Teles advised Ms. Wade that Stantec should submit the closeout invoice by 4/5/09 but she could request additional time if needed.

### **AUDIT:**

Stantec Consulting will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

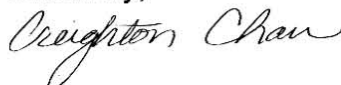
- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

### **RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Teresa Teles at (650) 655-6940 or at [tteles@etp.ca.gov](mailto:tteles@etp.ca.gov) within ten (10) working days from receipt of this report.

Sincerely,



Creighton Chan, Manager  
San Francisco Bay Area Regional Office



Teresa Teles, Analyst  
San Francisco Bay Area Regional Office

cc: Wade, Amber, Stantec, [Amber.Wade@stantec.com](mailto:Amber.Wade@stantec.com)  
Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File

Date report mailed to Contractor 2/11/09